

ACCOUNTING OFFICER

Position: Accounting Officer

Category: Full-time employment. Open-term contract.

Location: Nicosia, Cyprus

Preferred Start Date: June 2022.

Application Deadline: 3rd of May 2022

CYENS Centre of Excellence (formerly known as RISE) is the Research and Innovation Centre on Interactive media, Smart systems and Emerging technologies empowering knowledge and technology transfer in the region. CYENS CoE is supported by the European Commission, the Republic of Cyprus and its founding Partners, the Municipality of Nicosia, the Max Planck Institute for Informatics (MPI), University College London, the University of Cyprus, the Cyprus University of Technology and the Open University of Cyprus.

The Centre conducts excellent, internationally competitive scientific research in the areas of visual sciences, human factors and design, communication, and artificial intelligence delivered by high-calibre multidisciplinary research teams. CYENS engages in knowledge transfer and innovation activities aiming to bridge the gap between scientific research and STEM-led innovation and entrepreneurship.

CYENS, as a Centre of Excellence, cultivates a culture of innovation and creativity in an inspiring environment filled with academics, researchers, creative and onward-looking people, innovators, entrepreneurs, and practitioners. The Centre operates under the moto “Inspired by Humans Designed for Humans” with the vision to produce world class research that drives innovation towards social and economic benefit while conducting excellent, internationally competitive scientific research in the areas of visual sciences, human factors and design, communication, and artificial intelligence. It sets out to meet the challenge with a total potential funding of more than 30 million Euros for the first 7 years, from a Horizon 2020 Teaming Action and multiple other sources, and a business plan for long-term sustainability and growth.

The Centre is seeking for an **Accounting Officer** to join its fast-growing team of passionate and enthusiastic professionals. The Accounting Officer will play an important role in ensuring the smooth running of the accounting team and the Centre overall.

Responsibilities of Accounting Officer:

1. Handle daily accounting and bookkeeping for the Centre.
2. Review and execute payments and bank transfers and review bank/creditors reconciliation.
3. Maintain the fixed asset register
4. Assist in the completion of VAT returns.
5. Assist in preparing management accounts and reports for Accounting Manager.
6. Prepare the accounting file for Accounting Manager.
7. Prepare, assist and review the work of the financial project management for key projects of the Centre, workstreams and activities depending on the needs of the Centre.
8. Maintain electronic financial records.
9. Assist in the preparation of budget and financial forecasts and audit file and procedure.
10. Maintain payroll processing system and records by gathering, calculating, and inputting data.
11. Prepare payroll monthly payroll reconciliations
12. Keep information confidential and secure ensuring compliance to regulatory requirements, and to have a role in dissemination activities.

General qualifications and requirements

1. Bachelor's degree in Accounting and Finance or Certified Accounting Technician (CAT) Certification.
2. A minimum of 2 years' related experience in a similar role
3. Prior experience in an accounting software (e.g. Navision) will be required.
4. Computer literate.
5. Language requirements: Fluent in English and Greek (written and spoken)
6. For non-EU applicants a work permit will be required

Profile of the ideal candidate – *select relevant qualities required for specific role:*

1. Self-motivated with the ability to take initiative and work independently.
2. Strong organizational, communication, presentation, and negotiation skills, having the ability to deal confidently and politely with enquiries.
3. Very good analytical skills coupled with attention to detail.
4. Dynamic, adaptable, hands-on and results driven.
5. A team player with an ability to work independently and under pressure.
6. High levels of commitment, energy, and drive.
7. Excellent communication and interpersonal skills.

Benefits

Take advantage of this opportunity for your professional and personal development by being a part of our fast-growing Research and Innovation Centre of Excellence. A very attractive remuneration package will be offered to the successful candidate according to qualifications and experience.

Application process

For full consideration, interested applicants should submit the following items via the [online application form](#) and mention the position you are applying for: "Application for Accounting Officer":

1. Full CV (including contact details).
2. Cover letter which clearly states: (a) how you envision your role, (b) how your experience and qualifications match the specific position, and (c) the availability date for full-time employment (d) contact details of two referees.

In case you previously applied for a post at CYENS CoE, a new application is required.

For general enquiries, applicants may contact the HR Department of CYENS, Centre of Excellence at vacancies@cyens.org.cy.

CYENS Centre of Excellence is an equal opportunity employer and the position is open to everyone, internationally.

All applications are treated in the strictest confidence.

ABOUT CYENS CoE

CYENS Centre of Excellence is a Centre of Excellence in Research and Innovation on Information and Communication Technologies in Cyprus, aiming to empower knowledge and technology transfer in the region. It is a joint venture between the three public universities of Cyprus - University of Cyprus, Cyprus University of Technology, and, Open University of Cyprus- , the Municipality of Nicosia, and two renowned international partners, the Max Planck Institute for Informatics, Germany, and, the University College London, United Kingdom.



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